

Adobe Digital Signature Guide

Step 1. Download the Approver Form to your Desktop Computer.

Internet Explorer

Facility Administrator Certification: I, the undersigned:
 Designate the above facility individuals to have independent authority to approve access requests and file exchanges in the PASRR system. DHCS may rely on approvals, denials, and changes made by the above individuals in its processing of access requests to this facility's data in the PASRR system. As changes occur to the above approving contacts, I will sign an updated certification and forward it to DHCS.

Facility Administrator (Signature) _____ Date _____

Facility Administrator (Printed Name) _____

DHCS 3702 (11/2020)

The download icon in the browser toolbar is highlighted with a red box.

Google Chrome

Appointment Form_Draft ... 1 / 1 | - 90% + | [Home] [Refresh]

State of California Department of Health and Human Services Agency
Facility Approver Certification Appointment Form
 For access to **Preadmission Screening and Resident Review (PASRR)** System

The download icon in the browser toolbar is highlighted with a red box.

Step 2. Open the form in Adobe Acrobat and fill out all mandatory fields. To digitally sign, click in the Facility Administrator (Signature) box. **Please do not use the "Fill & Sign" option. This will change the fillable form into a non-fillable PDF, which won't be accepted.**

If you cannot click in this box, you might have the form open in a browser window. Download the form first and save the form onto your desktop computer.

Last Name	First Name	Job Title	Cell Phone Number	Email Address	Signature

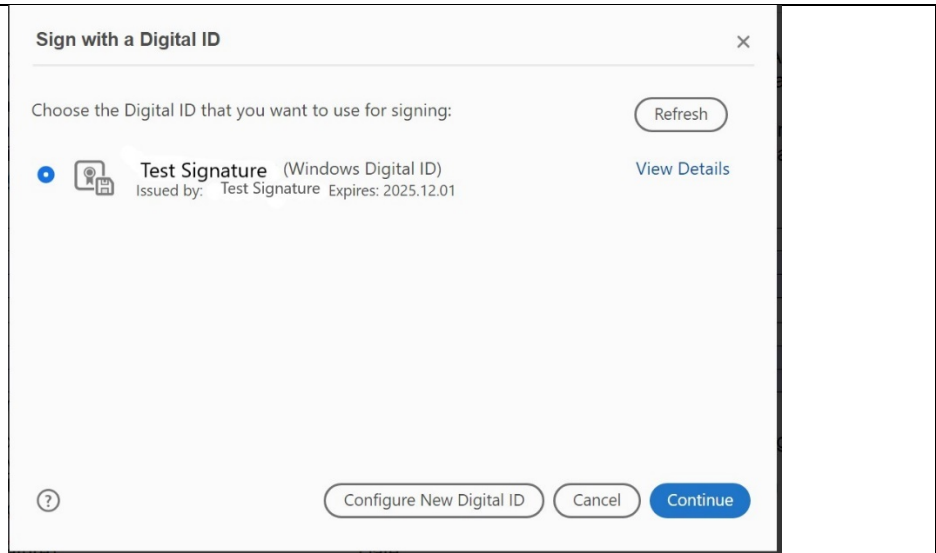
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Facility Administrator (Signature) _____ Date _____

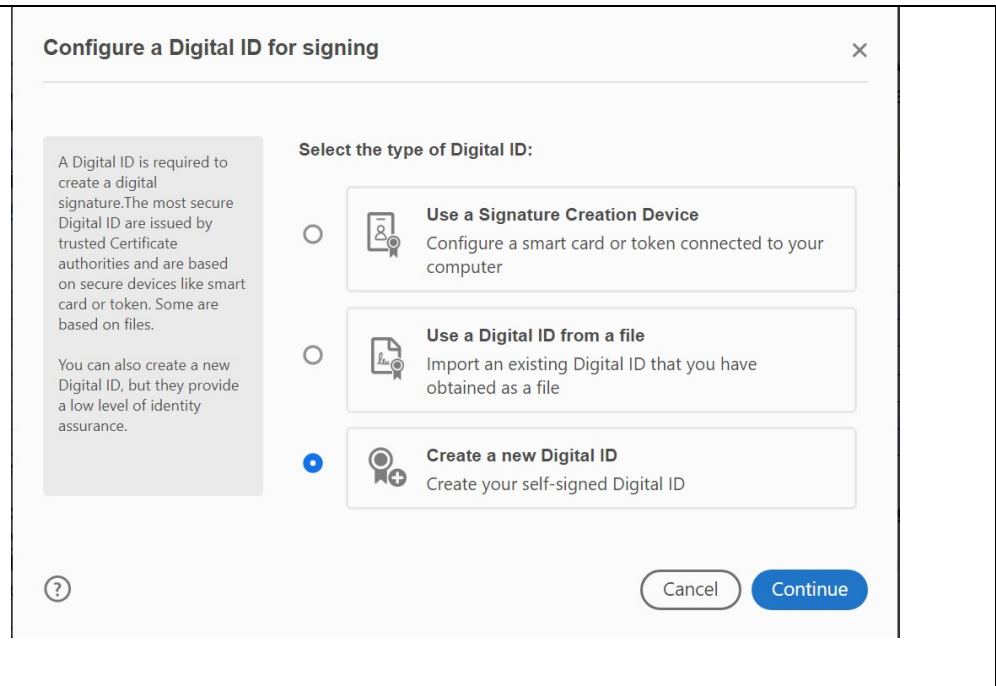
Facility Administrator (Signature) (Click to sign) _____

Facility Administrator (Printed Name) _____ Facility Administrator (E-mail address) _____

Step 3. If you already created a digital signature, you can select it here. If none is available, select the Configure New Digital ID button.



Step 4. Select Create a new Digital ID option and select the Continue button.



Step 5. Select Save to File option and select the Continue button.

Select the destination of the new Digital ID [Close]

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

- Save to File**
Save the Digital ID to a file in your computer
- Save to Windows Certificate Store**
Save the Digital ID to Windows Certificate Store to be shared with other applications

[?] [Back] [Continue]

Step 6. Fill in the fields and select the Continue button.

Name: (Your legal full name)
Organization Unit: (Optional)
Organization Name: (Facility Name or Company Name)
Email Address: (Your Email Address)

Create a self-signed Digital ID [Close]

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	<input type="text" value="Enter Name Here"/>
Organizational Unit	<input type="text" value="Enter Unit here or Leave Blank"/>
Organization Name	<input type="text" value="Facility Name Here"/>
Email Address	<input type="text" value="Email_Here@Email.com"/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

[?] [Back] [Continue]

Step 7. Save your Digital ID location to your computer by selecting the Browse button.

Create a password for your Digital ID. The pin/password must be a minimum 6 characters in length and select the Save button.

The screenshot shows a dialog box titled "Save the self-signed Digital ID to a file" with a close button (X) in the top right corner. On the left, there is a grey informational box with the text: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing." Below this, it says: "Save the Digital ID file in a known location so that you can copy it or back it up." On the right, the text reads: "Your Digital ID will be saved at the following location :". Below this is a text input field containing "C:\Users\YourName\Desktop\First&LastNameHere.pfx" and a "Browse" button. Further down, there are two password fields: "Apply a password to protect the Digital ID:" and "Confirm the password:", both containing six dots. At the bottom, there is a question mark icon on the left, and "Back" and "Save" buttons on the right.

Step 8. Select your Digital ID option and select the Continue button.


The screenshot shows a dialog box titled "Sign with a Digital ID" with a close button (X) in the top right corner. The text reads: "Choose the Digital ID that you want to use for signing:". To the right of this text is a "Refresh" button. Below the text, there is a list of Digital ID options. The first option is selected with a blue dot and is labeled "First & Last Name Here (Digital ID file)". Below the name, it says "Issued by: First & Last Name Here, Expires: 2026.03.05". To the right of this option is a "View Details" link. At the bottom, there is a question mark icon on the left, and "Configure New Digital ID", "Cancel", and "Continue" buttons on the right.

Step 9. Enter you Digital ID Pin/Password and select the Sign button.

Please do not select the “Lock document after signing” option. This will change the fillable form into a non-fillable PDF, which won’t be accepted.

Sign as "Yogi Bear" ×

Appearance Standard Text ▼ Create

Yogi Bear  Digitally signed by Yogi Bear
Date: 2021.03.05 14:51:22 -08'00'

Lock document after signing View Certificate Details

Review document content that may affect signing Review

Back Sign